

Year_____

Task Sheet for Monthly Tax Payers

Due Date	Task	Date Completed	Notes
January 10 th	December Railroad Retirement Tax and Federal Income Tax payments due.		
January 31 st	1. Final day to mail W-2's to employees. 2. 4 th quarter DC-1 due. Mail to Railroad Retirement Board, Bureau of Fiscal Operations, 844 N. Rush, Chicago, IL 60611- 2092 3. 4 th quarter 941 due. Mail to IRS.		
February 10 th	January Railroad Retirement Tax and Federal Income Tax payments due.		
February 28 th	1. CT-1 due, mail to IRS Service Center, Kansas City, MO 64999. 2. W-2's and W-3 due mail to Social Security Administration, Data Operations Center, 1150 E. Mountain Drive, Wilkes-Barre, PA 18769-0001. 3. BA-3a Annual Report of Creditable Compensation due, mail to Railroad Retirement Board , Compensation & Employer Services, 844 N. Rush , Chicago, IL 60611-2092 4. BA-11 Report of Gross Earnings due, mail to Railroad Retirement Board , Bureau of the Actuary, 844 N. Rush , Chicago, IL 60611-2092		
March 10 th	February Railroad Retirement Tax and Federal Income Tax payments due.		
April 1 st	Form BA-6a Address Report due, mail to Railroad Retirement Board , Compensation and Employer Services, 844 N. Rush , Chicago, IL 60611-2092		
April 10 th	March Railroad Retirement Tax and Federal Income Tax payments due.		
April 30 th	1. 1 st quarter DC-1 due. Mail to Bureau of Fiscal Operations. 2. 1 st quarter 941 due. Mail to IRS.		

Due Date	Task	Date Completed	Notes
May 10th	April Railroad Retirement Tax and Federal Income Tax payments due.		
June 10th	May Railroad Retirement Tax and Federal Income Tax payments due.		
July 10th	June Railroad Retirement Tax and Federal Income Tax payments due.		
July 31st	1. 2 nd quarter DC-1 due. Mail to Bureau of Fiscal Operations. 2. 2 nd quarter 941 due. Mail to IRS.		
August 10th	July Railroad Retirement Tax and Federal Income Tax payments due.		
September 10th	August Railroad Retirement Tax and Federal Income Tax payments due.		
October 10th	September Railroad Retirement Tax and Federal Income Tax payments due.		
October 31st	1. 3 rd quarter DC-1 due. Mail to Bureau of Fiscal Operations. 2. 3 rd quarter 941 due. Mail to IRS.		
November 10th	October Railroad Retirement Tax and Federal Income Tax payments due.		
December 10th	November Railroad Retirement Tax and Federal Income Tax payments due.		
December 31st	Obtain W-2's, W-3 and CT-1 if you have not received the forms.		

- Please note if the due date is on the weekend or holiday, mail paperwork before the due date.
- Form BA-4 Report of Creditable Compensation Adjustments to prior years may be mailed at any time within the 4 year statute of limitations.